

Source Reference
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Chief, Building Planning Staff, OL

Director of Security

Security Procedures Proposed for
Control of Persons in New Building

1. With the recent revision of plans resulting in a smaller structure which necessitated excluding certain components and activities from the new Headquarters building, I understand that all Agency operations and functions now to be housed at Langley will be those requiring fully cleared personnel. On this basis, it is proposed that the following described procedures will be applied for control of persons admitted to the building.
2. A system will be developed whereby only persons with security clearance who hold photographic-type badges will be admitted without escort to the building (with the exception of the cafeteria area). Any other individual permitted within the building must be accompanied at all times by a photographic-badged person who will be responsible for the visitor.
3. To accomplish this control, guard posts will be established at the outside doors or entrances to the building, and at the points where the cafeteria opens into the rest of the building. The guard posts at the three first floor major entrances will also have receptionists there who will process visitors, arrange for their escorts, and issue them non-photographic "visitors' badges." Other entrances on the first floor, on the ground floor, and at the two main loading docks in the rear of the building, may be open during normal working hours but photographic-badged personnel only would be admitted at such points.
4. The plan described above will require that the cafeteria (with its kitchen, storage area, and delivery platform) be "scaled off" from the balance of the building, with traffic between the cafeteria and the building proper being channeled through the guard posts set up on the first floor entrances to the cafeteria.

Sheffield Edwards

BADGE CONTROL

- #1 OS Memorandum to BPS 12 April 1957
Established that only cleared personnel will be admitted without escort to the building with the exception of the cafeteria. Control points will be located at all major exterior entrances.
- #2 Survey Branch Memorandum to DD/PPS 25 April 1957
Proposes that a senior security officer should contact IBM and other interested concerns re development of an electronic badge control device. (Attached buck slip indicates that E. M. W. to assume the responsibility.)
- #3 IBM Letter to the AE 10 July 1957
Definition of proposed research contract with IBM to establish criteria for an electronically controlled badge system. The cost of this study estimated to be \$30,000. A more detailed study which would include a more sophisticated solution for \$50,000.
- #4 Survey Branch Memorandum to DD/PPS 11 July 1957
A study of the problems of a badge control system culminating in recommendations for a double badge system; a non-identification exterior pass to be exchanged for a photographic building badge which would be displayed at all times.
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